

## TOPIC 3: DEFINING A POSITION

There are several steps involved in defining a position. The initial step is the completion of the Position Status Maintenance (PSMT) transaction. The PSMT is used to create a new position, change the status of an existing position, and define or change profile attributes of a position. Once the PSMT has been completed and approved a Position Authorization (PAMT) transaction is processed. The PAMT defines how many authorized incumbents and FTEs can occupy a position for each fiscal year. Lastly, the Position Control User Defined (PUD1-3) transactions are completed. The PUD1-3 transactions are used to record additional position information that may need to be tracked but are not captured anywhere else in the system.

This topic will present the entire process for defining a position. In addition, how to change information once it has been processed will be covered.

### At the end of this topic, you will be able to:

- Complete the Position Status Maintenance (PSMT) window
- Change information entered on the PSMT
- Complete a Position Authorization (PAMT) window
- Understand how the Position Control User Defined Windows (PUD1-3) are used



## POSITION STATUS MAINTENANCE (PSMT)

**Position Status Maintenance**

Agency  Organization  Position Number   
 Effective Date  /  /  Expiration Date  /  /   
 Short Description  Long Description

**Position Attributes** | **Organization Information**

Assignment Type  
☒ Permanent  
☐ Temporary  
 Location   
 Time Class   
 Union Local

Table Driven Pay  
☐ Use Table  
☐ Do Not Use Table  
☒ Determine by Employee  
 Payroll Number   
 Title / Sub-title  /

Position Status   
 Budget Prep   
 Civil Service Status   
 Pay Class   
 Title Category

**Override Profile and Pay**

FLSA Status  
☐ Exempt  
☐ Non-exempt  
☒ Not Required  
 FLSA Profile   
 Grade   
 Leave Policy   
 Salary Minimum   
 Pay Policy   
 Deduction Policy   
 Salary Maximum

**Position Status Maintenance**

Agency  Organization  Position Number   
 Effective Date  /  /  Expiration Date  /  /   
 Short Description  Long Description

**Position Attributes** | **Organization Information**

Labor Distribution Override Option  Use Employee Assignment  
 Distribution Profile

**Accounting Attributes**

Fund  Agency  Organization / Sub  /   
 Appr Unit  Activity  Function   
 Object / Sub  /  Job  Reporting Category

**Organization Chart**

	Agency	Organization	Position
Reporting To	<input type="text"/>	<input type="text"/>	<input type="text"/>
Old	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>



## DEFINING A POSITION

As mentioned earlier, the first step in the Position Control process is to define a position. The Position Status Maintenance (PSMT) window is the foundation from which everything in the system is established. The PSMT is a transaction that will be entered at the agency level. The PSMT is a snapshot of a position, sort of like a driver's license. It provides you with a detailed picture and description of the position. The PSMT gives the position instant recognition, it sets parameters and special guidelines around the things you can and can not do regarding the position.

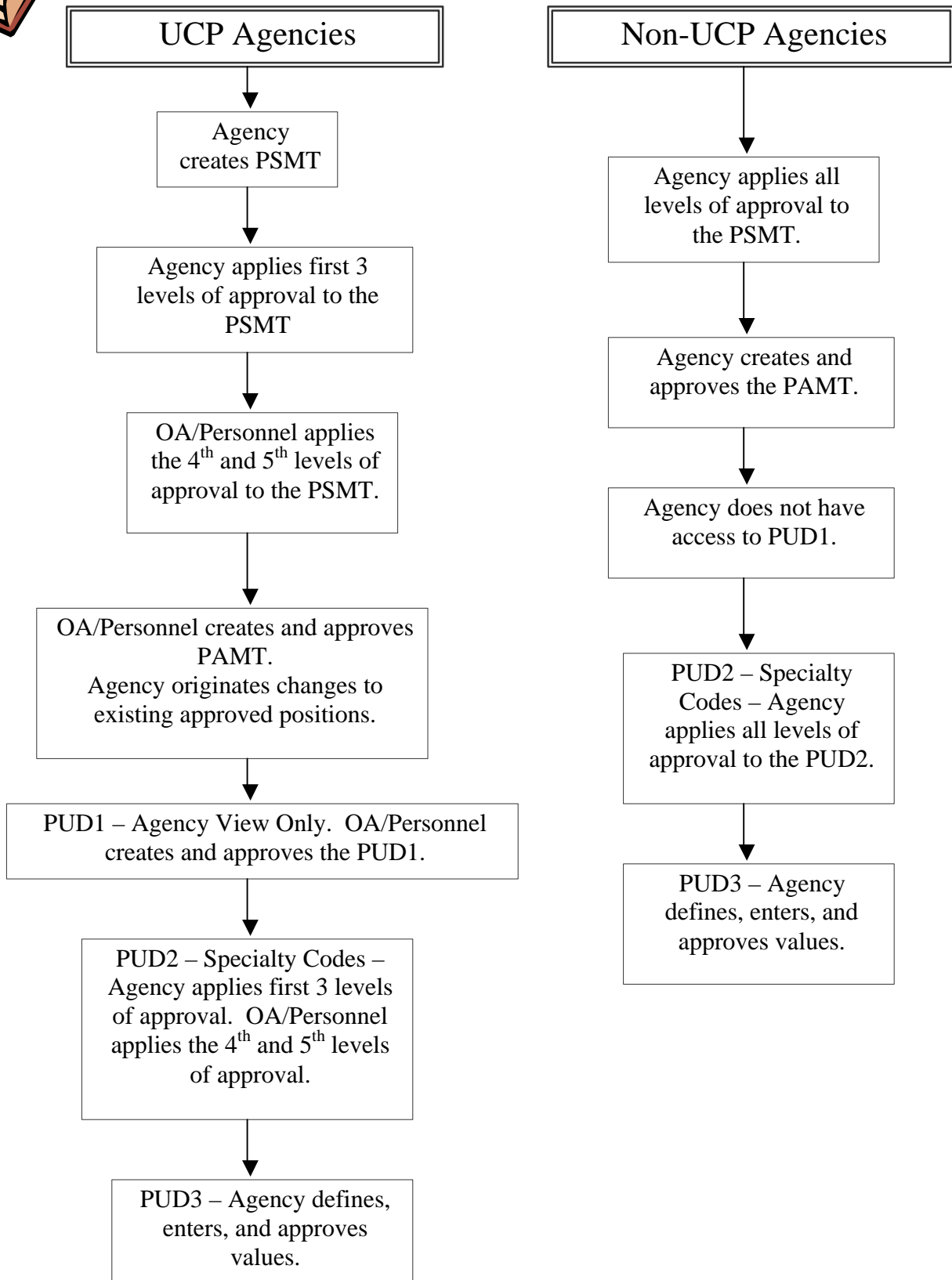
The PSMT consist of three parts, the Header, the Position Attributes panel and the Organization Information panel. The Header fields are always present no matter which panel is selected. It consists of the basic information regarding the position: the position's agency, organization, position number, effective dates and descriptions of the position.

The Position Attributes panel establishes the various traits associated with a position, such as location, pay class and title. The overrides to the employee's data that can be applied at the position level are also entered here. When an employee is associated with a position on the Employment Status Maintenance (ESMT) window, if the Site Specific Parameters (SPAR) entry Use Position Attributes is set to Y, then these attributes, including any filled overrides, will be inferred into their corresponding fields on ESMT when updated. If you are using the Applicant Tracking subsystem, then the Job Notice (JNOT) window is populated with position attributes in the same manner. The override profile and pay box contains the fields used to override employee specific data on the Title (TITL) and Subtitle (STTL) windows. A full description of each of the position attributes field's follows this description.

The Organization Information panel is made up of two parts, the Accounting Attributes and the Organization Chart. The Accounting Attributes are controlled by the labor distribution override option. This field is used to assign labor distribution attributes to the position. Each position can be assigned to a specific labor distribution. This can be done in two ways, explicitly entering the detailed attributes on this window or referencing a pre-defined labor distribution profile. If you choose to use the profile, do not complete any of the individual attribute fields. If you choose to use the individual fields, do not enter a profile code. If you choose not to assign the accounting attributes by position, the Labor Distribution Override Option field and the Accounting Attributes fields must be left blank on this window. The labor distribution must then be specified on the Agency Specific and Accounting Data (AGYS) window for each incumbent in the position. The Organization Chart is optional functionality that can be used at the agencies discretion to capture specific data on how this position fits with the agencies organizational status.



## DEFINING A POSITION





## DEFINING A POSITION

The PSMT requires agency and/or Division of Personnel approval depending on if they are a UCP or Non-UCP agency. For UCP agencies, the PSMT may go through as many as three levels of approval before it is accepted by the system, and the Division of Personnel is the final level of approval. For Non-UCP agencies, the PSMT may go through as many as five levels of approval before it is accepted by the system.

The PSMT must be approved and accepted by the system before any other position control windows can be completed. After receiving its highest level of approval, the PSMT will automatically create a Position Authorization (PAMT) transaction. You will receive a message on the Status Bar that states, *Position Authorization Record Created on PAMT*. The Division of Personnel will complete the PAMT to authorize the position for all UCP agencies. Non-UCP agencies will be responsible for authorizing their own positions.

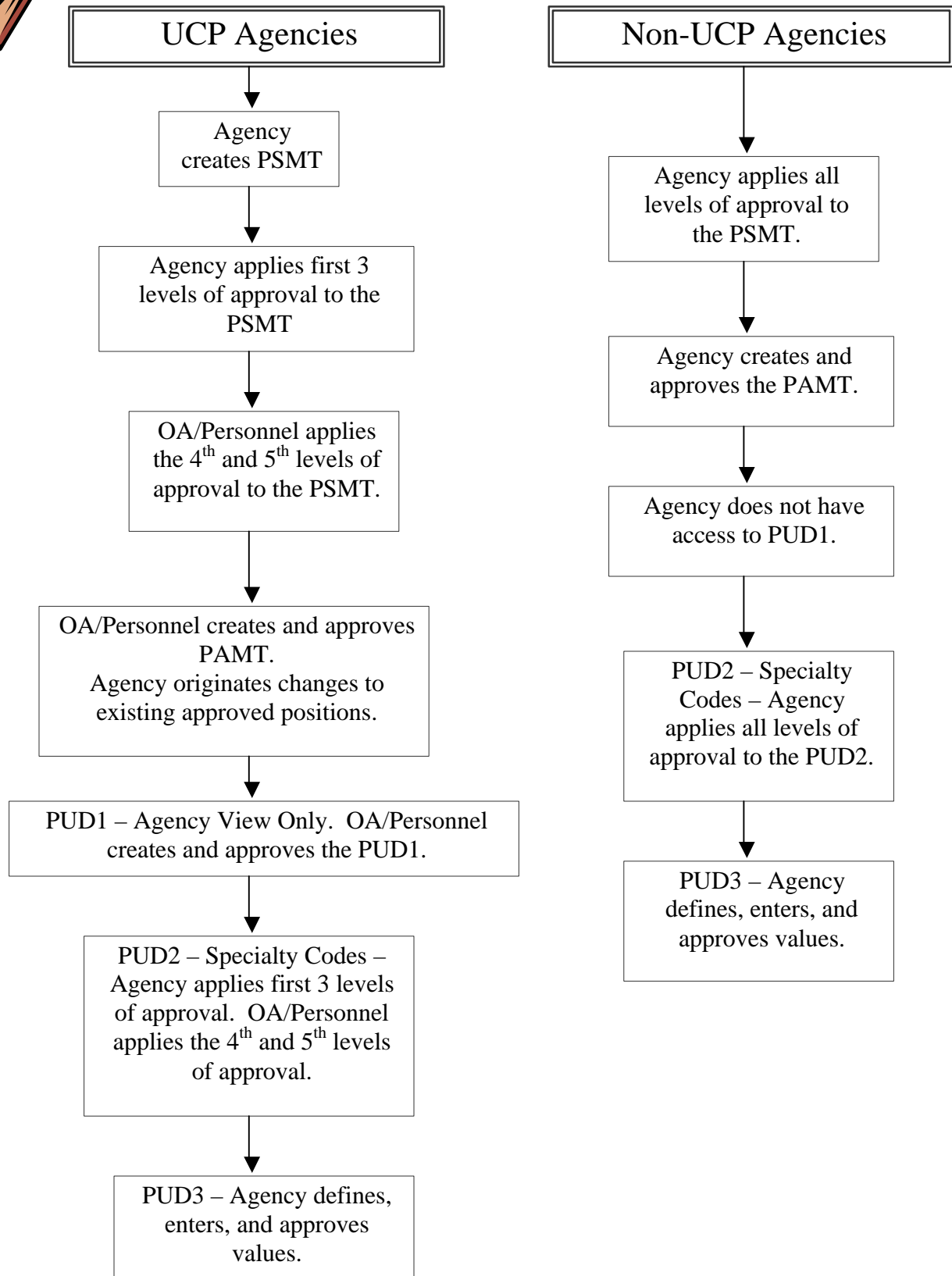
The Position Authorization (PAMT) is used to define the number of incumbents and FTEs allowed for a position. Most positions are established on a one position to one employee basis. Exceptions to this rule may include positions, such as seasonal workers, where many incumbents can be associated with one position. Remember that a position must be authorized and open in the system before an incumbent can be appointed to the position!

UCP agencies must notify the Division of Personnel as to whether the new position is full-time or part-time. If the new position is part-time, indicate the desired percent FTE. The Division of Personnel will then define the number of incumbents and FTEs that are authorized for the new position on the Position Authorization (PAMT) window and approve the PAMT.

Non-UCP agencies define the number of incumbents and FTEs that are authorized for the new position, access the Position Authorization (PAMT) window, and enter specific information. The approval levels required for the PAMT will be determined by each Non-UCP agency's policies. The PAMT window consists of a header containing the fiscal year, agency, and organization. The result lines contain information for each position that includes the number of authorized incumbents, authorized FTEs, and whether or not this position is allowed to be overfilled.



## DEFINING A POSITION





## DEFINING A POSITION

The State of Missouri has defined three windows that will be used to record additional information associated with a position that may need to be tracked. This information will not be captured anywhere else in the SAM II HR/Payroll System.

These windows are the Position Control User Defined Windows (PUD1, 2 & 3). PUD1 is used to record special conditions that may be associated with a position. The Division of Personnel is responsible for completing the PUD1 window for UCP agencies. The agencies are limited to "view only" status of this window. Non-UCP agencies will not have access to the PUD1 window.

PUD2 is used to record specialty codes, if any exist, for a new position. For UCP agencies, the Division of Personnel will define their specialty codes. Non-UCP agencies define specialty codes based on individual agency policy. For UCP agencies, the PUD2 may go through as many as three levels of approval before it is accepted by the system, and the Division of Personnel is the final level of approval. For Non-UCP agencies, the PUD2 may go through as many as five levels of approval before it is accepted by the system.

PUD3 can be used at the agency's discretion to record miscellaneous position control information. It is important to remember that when you are completing PUD3 to be consistent. Each agency can use this window at its discretion to capture information specific to its agency and/or organization. If the agency/organization intends to report on the entered information, each field should be used in a consistent manner.



## KEY FIELDS IMPACTING PAY

**ASSIGNMENT TYPE** – Indicates whether the new position is permanent or temporary.

**TITLE CATEGORY** – Used to tie multiple titles to a position.

**TABLE DRIVEN PAY** – Used to determine if you want to tie a position to a pay grid in the system.

**POSITION STATUS** – Indicates what action is going to take place concerning the position.

**CIVIL SERVICE STATUS** – Used to determine whether the position is UCP or Non-UCP.

**PAY CLASS** – Identifies the type and frequency of pay for the new position.

**TITLE and SUB-TITLE** – Defines specific parameters around a position.





## DEFINING A POSITION

Defining a position can be a very complex process. To make your transition into the SAM II/HR Payroll system a little easier, some key fields will be described in full detail that will help you while you are completing the PSMT: Assignment Type, Title Category, Table Driven Pay, Position Status, Civil Service Status, Pay Class and Title and Sub-Title.

The **ASSIGNMENT TYPE** indicates whether the new position is permanent or temporary. A permanent position is one that is a regular budgeted position. A temporary position is one that is not budgeted. For example, funds for seasonal workers may be budgeted in a pool but not budgeted by position. Therefore, these positions would be considered temporary.

The **TITLE CATEGORY** is used to tie multiple titles to a position. For example: multi-allocations, job clusters and trainee assignments. Make sure that the title is valid within the title category.

**TABLE DRIVEN PAY** is used to determine if you want to tie a position to a pay grid in the System. There are three options that must be selected for Table Driven Pay. The Use Table option indicates that the base pay for new positions is tied to a specific pay plan in the SAM II System. The Do Not Use Table indicates that the base pay for the position is not tied to a pay plan. When an employee is hired into that position this selection will be inferred on the Employee Status Maintenance (ESMT) window. If the Determined By Employee option is used you will need to decide whether to Use Table or Do Not Use Table when completing the ESMT.

The **POSITION STATUS** code indicates what action is going to take place concerning the position. For a new position, the valid choices are ACTVA for a new permanent position and TEMP A for a new temporary position. Different codes are used for other actions performed by processing the PSMT.

The **CIVIL SERVICE STATUS** is used to determine whether the position is UCP or Non-UCP. If the position is UCP, then it also establishes if the position is classified, unclassified, covered or exempt.

The **PAY CLASS** code identifies the type and frequency of pay for the new position. It determines whether a position is positive or exception paid. It also sets the work schedule and standard daily work hours, yearly work days etc.

The **TITLE** and **SUB-TITLE** define specific parameters around a position. The Title identifies the title for the new position as well as the minimum and maximum salaries, pay grade and FLSA status for the position. If you are creating a multi-allocated position, choose the primary (or highest level) title. The Sub-title defines the positions pay policy, leave policy, deduction policy, FLSA profile, and client profile.



## POSITION STATUS MAINTENANCE (PSMT)

**ADVANTAGE Desktop - DA134**

File Edit Display Process Window Help

**Position Status Maintenance**

Agency  Organization  Position Number

Effective Date  Expiration Date

Short Description  Long Description

Position Attributes | Organization Information

Assignment Type  
☒ Permanent  
☐ Temporary

Table Driven Pay  
☐ Use Table  
☐ Do Not Use Table  
☒ Determine by Employee

Position Status

Budget Prep

Civil Service Status

Location

Time Class

Union Local

Payroll Number

Title / Sub-title  /

Pay Class

Title Category

Override Profile and Pay

FLSA Status  
☐ Exempt  
☐ Non-exempt  
☒ Not Required

FLSA Profile

Grade

Leave Policy

Salary Minimum

Pay Policy

Deduction Policy

Salary Maximum

Messages Tran ID:  2:32 PM 08/11/00



## NOTES



## POSITION STATUS MAINTENANCE (PSMT)

### SCENARIO

The Department of Mental Health has determined that they need a Computer Information Technologist Trainee-I-II-III to keep up with the demands of constant system upgrades. The first thing that needs to be done in the SAM II HR/Payroll System is to establish the position using the PSMT.

As discussed earlier, the PSMT must be completed and approved as the first step in defining the position process.

**Step 1** To open the PSMT from the SAM II Desktop Navigator window, click the Go To icon. Type PSMT in the "CODE". Click the Open button and begin completing the required fields.

**Step 2** Populate the fields on the header section of the PSMT.

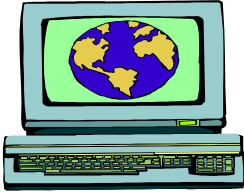
**AGENCY** – Required. Enter the code for the agency to which the new position will be assigned. Valid agency codes can be found on the Agency Index (AGCY) window. Type 650.

**ORGANIZATION** – Required. Enter the code for the organization to which the new position will be assigned. Valid organization codes can be found on the Organization Index (ORGN) window. Type 4115.

**POSITION NUMBER** – Required. Enter an alpha and/or numeric value to identify the new position. Position numbering will be based upon a numbering scheme developed by each agency. A position number can be used more than once within the same agency, but must be unique to the organization. Refer to the Position Status Inquiry (QPST) window to view a list of existing position numbers within the agency and organization. **SEE STUDENT CARD.**

**EFFECTIVE DATE** – Required. Enter the date the new position allocation becomes effective. Final determination of the effective date will be completed by OA Personnel for UCP agencies and by the designated final approver for Non-UCP agencies. Type **TODAY'S DATE.**

**NOTE:** In the SAM II system, the Effective Date and Expiration Date fields are very important. When a new effective date is entered, an expiration date will be entered on the previous transaction which is one day before the new effective date. This enables the SAM II system to maintain historical data.



# POSITION STATUS MAINTENANCE (PSMT)

**ADVANTAGE Desktop - 0A134**

File Edit Display Process Window Help

Position Status Maintenance

Agency: 650 Organization: 4115 Position Number: PC31001

Effective Date: 08 / 11 / 00 Expiration Date: / /

Short Description: CPIF TCIII Long Description: COMPUTER INFO TECHNOLOGIST III

Position Attributes Organization Information

Assignment Type: ☒ Permanent ☐ Temporary

Table Driven Pay: ☐ Use Table ☐ Do Not Use Table ☒ Determine by Employee

Location: [ ]

Payroll Number: [ ]

Time Class: [ ]

Title / Sub-title: [ ] / [ ]

Union Local: [ ]

Position Status: [ ]

Budget Prep: [ ]

Civil Service Status: [ ]

Pay Class: [ ]

Title Category: [ ]

Override Profile and Pay

FLSA Status: ☐ Exempt ☐ Non-exempt ☒ Not Required

FLSA Profile: [ ]

Grade: [ ]

Leave Policy: [ ]

Salary Minimum: [ ]

Pay Policy: [ ]

Deduction Policy: [ ]

Salary Maximum: [ ]

Messages Tran ID: 10:04 AM 08/24/00



## NOTES



## POSITION STATUS MAINTENANCE (PSMT)

**Step 2** Continue to populate the fields on the header section of the PSMT.

**EXPIRATION DATE** – Inferred. Displays the last date (*mm/dd/yy*) the position information is in effect.

**Note:** The system displays **99/99/99** as the expiration date on the most recent transaction. As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.

**SHORT DESCRIPTION** – Required. Enter a brief description of the title for the new position. For UCP agencies, this description should match the short description on the Title (TITL) window. Type **CPIF TCIII**.

**LONG DESCRIPTION** – Optional. Enter a long description of the title for the new position, or leave this field blank and the system will automatically infer the short description entry as the long description. For UCP agencies, if this description is entered, it should match the long description on the Title (TITL) window. Type **COMPUTER INFO TECHNOLOGIST III**.

### **POSITION ATTRIBUTES**

The Position Attributes panel is where information is entered that determines specific characteristics of the position needing to be created. Several of these fields will impact pay parameters for any employee hired for this position.

**Step 3** Populate the fields on the Position Attributes panel of the PSMT.

**ASSIGNMENT TYPE** – Required. Indicate whether the new position is permanent or temporary. A permanent position is one that is a regular budgeted position. All others are considered temporary positions. For example, funds for seasonal workers may be budgeted in a pool but not budgeted by position. Therefore, these positions would be considered temporary. Select **PERMANENT**.



## POSITION STATUS MAINTENANCE (PSMT)

**ADVANTAGE Desktop - DA134**

File Edit Display Process Window Help

**Position Status Maintenance**

Agency  Organization  Position Number

Effective Date  Expiration Date

Short Description  Long Description

Position Attributes | Organization Information

Assignment Type  
☒ Permanent  
☐ Temporary

Table Driven Pay  
☒ Use Table  
☐ Do Not Use Table  
☐ Determine by Employee

Position Status

Budget Prep

Civil Service Status

Location

Time Class

Union Local

Payroll Number

Title / Sub-title  /

Pay Class

Title Category

Override Profile and Pay

FLSA Status  
☐ Exempt  
☐ Non-exempt  
☒ Not Required

FLSA Profile

Grade

Leave Policy

Salary Minimum

Pay Policy

Deduction Policy

Salary Maximum

Messages Tran ID:  10:05 AM 08/24/00



## NOTES



## POSITION STATUS MAINTENANCE (PSMT)

**Step 3** Continue to populate the fields on the Position Attributes panel of the PSMT.

**TABLE DRIVEN PAY** - Required. Table Driven Pay is used to determine if you want to tie a position to a pay grid in the System. There are three options available for Table Driven Pay. The Use Table option indicates that the base pay for new positions is tied to a specific pay plan in the SAM II System. If the Determine By Employee option is used you will need to decide whether to Use Table or Do Not Use Table option when completing the ESMT. The Do Not Use Table indicates that the base pay for the position is not tied to a pay plan. When an employee is hired into that position this selection will be inferred on the Employee Status Maintenance (ESMT) window. Select **USE TABLE**.

**POSITION STATUS** – Required. Enter a code that corresponds with the action taking place. For a new position, the valid choices are ACTVA for a permanent position and TEMPA for a temporary position. Different codes are used for other actions performed in processing the PSMT. Valid values are found on the Position Status (PSTS) window. Type **ACTVA**.

**BUDGET PREP** – This field is not being used by the State of Missouri.

**CIVIL SERVICE STATUS** – Required. This field is critical in determining, editing, and the approval of positions. This field is a display only field on the Employee Status Maintenance (ESMT) transaction. Enter the appropriate code to indicate the new position's civil service status. Valid values are found on the Civil Service Status (CIVS) window. Type **UCPY**.





## POSITION STATUS MAINTENANCE (PSMT)

**ADVANTAGE Desktop - DA134**

File Edit Display Process Window Help

**Position Status Maintenance**

Agency  Organization  Position Number

Effective Date  Expiration Date

Short Description  Long Description

Position Attributes | Organization Information

Assignment Type  
☒ Permanent  
☐ Temporary

Table Driven Pay  
☒ Use Table  
☐ Do Not Use Table  
☐ Determine by Employee

Position Status

Location

Payroll Number

Budget Prep

Time Class

Title / Sub-title

Civil Service Status

Union Local

Pay Class

Title Category

Override Profile and Pay

FLSA Status  
☐ Exempt  
☐ Non-exempt  
☒ Not Required

FLSA Profile

Grade

Leave Policy

Salary Minimum

Pay Policy

Deduction Policy

Salary Maximum

Messages Tran ID: 10:06 AM 08/24/00



## NOTES





## POSITION STATUS MAINTENANCE (PSMT)

**Step 3** Continue to populate the fields on the Position Attributes panel of the PSMT.

**LOCATION** – Required. Enter the code that corresponds with the physical location of the new position. This is a 6 character field. The first character identifies the agency. The second through fourth characters indicate the city and county code. The fifth character indicates the street address and the sixth character is a sequential character if more than one location exists on the same street. Valid location codes can be found on the Location (LOC) window. Type **TA7RV0**.

**TIME CLASS** – This field is not being used by the State of Missouri.

**PAYROLL NUMBER** – Required. Enter the agency number as the payroll number code. The payroll number code is used to identify payroll number groups. Valid values are located on the Payroll Number (PYNO) window. Type **650**.

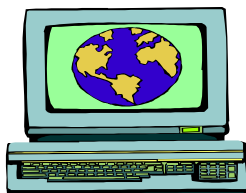
**PAY CLASS** – Required. Enter the code that identifies the type and frequency of pay for the new position. Valid pay class codes can be found on the Pay Class (PYCL) window. Type **PFS**.

**UNION LOCAL** – Optional. Enter the union local code for the position if applicable. Valid values are located on the Union Local (ULOC) window.

**TITLE** – Required. This complex reference table defines and identifies the title of the employee's job. It specifies job information including Fair Labor Standards Act (FLSA) exemption, Equal Employment Opportunity (EEO) category, title group, grade, union membership, and salary minimum and maximum. Enter the code that identifies the title for the new position. If you are creating a multi-allocated position, choose the primary (or highest level) title. Valid title codes can be found on the Title (TITL) window. Type **000153**.

**Note:** All UCP title codes begin with the number "0". Title codes for Non-UCP agencies begin with a character that has been assigned to the agency.

**SUB-TITLE** – Required. This code ties employee to pay policy, leave policy, deduction policy, FLSA profile, and client profile. Valid sub-title codes can be found on the Sub-Title (STTL) window. Type **T1**.



## POSITION STATUS MAINTENANCE (PSMT)

**ADVANTAGE Desktop - DA134**

File Edit Display Process Window Help

**Position Status Maintenance**

Agency  Organization  Position Number

Effective Date  Expiration Date

Short Description  Long Description

Position Attributes | Organization Information

Assignment Type  
☒ Permanent  
☐ Temporary

Table Driven Pay  
☒ Use Table  
☐ Do Not Use Table  
☐ Determine by Employee

Position Status

Budget Prep

Civil Service Status

Location

Payroll Number

Pay Class

Time Class

Title / Sub-title  /

Title Category

Union Local

Override Profile and Pay

FLSA Status  
☐ Exempt  
☐ Non-exempt  
☒ Not Required

FLSA Profile

Grade

Leave Policy

Salary Minimum

Pay Policy

Deduction Policy

Salary Maximum

Messages Tran ID:  10:07 AM 08/24/00



## POSITION STATUS MAINTENANCE (PSMT)

**Step 3** Continue to populate the fields on the Position Attributes panel of the PSMT.

**TITLE CATEGORY** – Conditional. If multiple titles are associated with the new position, enter the code that identifies all of the associated titles (e.g., multi-allocations, job clusters, etc.). If multiple titles are not associated with the new position, make sure this field is blank. Valid title category codes can be found on the Title Category (TCAT) window. To view a list of all of the titles associated with a title category, refer to the Titles in Title Category (TICA) window. Type **00153M**.

**NOTE:** FLSA, pay, leave and/or deduction parameters are tied to the new position's title and/or sub-title. To override any of these parameters complete the appropriate fields under the Override Profile and Pay headings. For UCP agencies, these overrides are subject to approval by the Division of Personnel.

### Override Profile and Pay

**Note:** For UCP agencies, these overrides are subject to approval by the Division of Personnel.

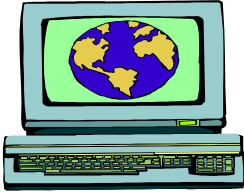
**FLSA STATUS** - Optional. This field defaults to Not Required. Select a value to override the normal FLSA status on the Title (TITL) window. Valid values are Exempt, Non-exempt and Not Required.

**FLSA PROFILE** - Optional. Leave blank, or enter the code to override the way FLSA is calculated for a position. This profile overrides the FLSA Profile entered on the Sub-Title (STTL) window. Valid values are located on the FLSA Profile (FLPR) window.

**GRADE** - Optional. Leave blank, or enter the code to override the grade for the position. This grade overrides the Grade entered on the Title (TITL) window. Valid values are located on the Grade (GRDE) window.

**PAY POLICY** - Optional. Leave blank, or enter the code to override the pay policy governing the pay for the position. This policy overrides the Pay Policy entered on the Sub-Title (STTL) window. Valid values are located on the Pay Policy (PPOL) window.

**LEAVE POLICY** - Optional. Leave blank, or enter the code to override the leave policy governing leave accrual and usage for the position. This policy overrides the Leave Policy entered on the Sub-Title (STTL) window. Valid values are located on the Leave Policy (LPOL) window.



# POSITION STATUS MAINTENANCE (PSMT)

**ADVANTAGE Desktop - 0A134**

File Edit Display Process Window Help

**Position Status Maintenance**

Agency 650 Organization 4115 Position Number PC31001  
 Effective Date 08 / 11 / 00 Expiration Date / /  
 Short Description CPIF TCIII Long Description COMPUTER INFO TECHNOLOGIST III

Position Attributes Organization Information

Assignment Type  
☒ Permanent  
☐ Temporary

Table Driven Pay  
☒ Use Table  
☐ Do Not Use Table  
☐ Determine by Employee

Position Status ACTVA  
 Budget Prep  
 Civil Service Status UCPY  
 Pay Class PFS  
 Title Category 00153M

Location TA7RV0  
 Time Class  
 Union Local  
 Payroll Number 650  
 Title / Sub-title 000153 / T1

Override Profile and Pay  
 FLSA Status  
☐ Exempt  
☐ Non-exempt  
☒ Not Required  
 FLSA Profile  
 Grade  
 Leave Policy  
 Salary Minimum  
 Pay Policy  
 Deduction Policy  
 Salary Maximum

Messages Tran ID: 10:11 AM 08/24/00

**ADVANTAGE Desktop - 0A134**

File Edit Display Process Window Help

**Position Status Maintenance**

Agency 650 Organization 4115 Position Number PC31001  
 Effective Date 08 / 11 / 00 Expiration Date / /  
 Short Description CPIF TCIII Long Description COMPUTER INFO TECHNOLOGIST III

Position Attributes Organization Information

Labor Distribution Override Option Use Entered Profile  
 Distribution Profile

Accounting Attributes  
 Fund Agency Organization / Sub  
 Appr Unit Activity Function  
 Object / Sub Job Reporting Category

Organization Chart  
 Reporting To Agency Organization Position  
 Old  
 New

Messages Tran ID: 10:12 AM 08/24/00



## POSITION STATUS MAINTENANCE (PSMT)

**Step 3** Continue to populate the fields on the Position Attributes panel of the PSMT.

**DEDUCTION POLICY** - Optional. Leave blank, or enter the code to override the deduction policy governing deductions for the position. This policy overrides the Deduction Policy entered on the Sub-Title (STTL) window. Valid values are located on the Deduction Policy (DPOL) window.

**SALARY MINIMUM** - Optional. Leave blank, or enter the override minimum annual salary for the position. This minimum overrides the Salary Minimum entered on the Title (TITL) window.

**SALARY MAXIMUM** - Optional. Leave blank, or enter the override maximum annual salary for the position. This maximum overrides the Salary Maximum entered on the Title (TITL) window.

### ORGANIZATION INFORMATION

The Organization Information panel is where information about the accounting distribution for this position is entered. It is recommended that agencies use established Labor Distribution profiles. Using the information established on a Labor Distribution profile ensures accounting distribution accuracy and data entry accuracy. In addition, if a change is made to a labor distribution profile, it will automatically impact all positions (and employees tied to those positions) for that labor distribution profile.

**Step 4** Populate the fields on the Organization Information panel of the PSMT.

**LABOR DISTRIBUTION OVERRIDE OPTION** – Required. Use Employee Assignment will not be used in Missouri. Use Entered Accounting Values allows you to override where the funds for the position will come from at the position level. Use Entered Profile indicates that you will be using a profile that has already been established on the Labor Distribution Profile (LDPR) table. Select **USE ENTERED PROFILE**.



# POSITION STATUS MAINTENANCE (PSMT)

**ADVANTAGE Desktop - DA134**

File Edit Display Process Window Help

**Position Status Maintenance**

Agency  Organization  Position Number

Effective Date  Expiration Date

Short Description  Long Description

Position Attributes ☒ Organization Information ☐

Labor Distribution Override Option

Distribution Profile

Accounting Attributes:

Fund	<input type="text"/>	Agency	<input type="text"/>	Organization / Sub	<input type="text"/> / <input type="text"/>
Appr Unit	<input type="text"/>	Activity	<input type="text"/>	Function	<input type="text"/>
Object / Sub	<input type="text"/> / <input type="text"/>	Job	<input type="text"/>	Reporting Category	<input type="text"/>

Organization Chart

	Agency	Organization	Position
Reporting To	<input type="text"/>	<input type="text"/>	<input type="text"/>
Old	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>

Messages Tran ID: 10:12 AM 08/24/00



## NOTES



## POSITION STATUS MAINTENANCE (PSMT)

**Step 4** Continue to populate the fields on the Organization Information panel of the PSMT.

**DISTRIBUTION PROFILE** – Conditional. Enter the code for the desired labor distribution profile, if Use Entered Profile is your choice of selection in the Labor Distribution Override Option. Valid labor distribution profile codes can be found on the Labor Distribution Profile (LDPR) window. Type **M1979**.

**NOTE:** If the accounting information for this position varies from an established Labor Distribution profile, information can be entered in the accounting attribute section. To create a custom labor distribution you must select the Use Entered Accounting Values.

### Accounting Attributes

**FUND** – Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values; otherwise, leave blank. Enter the fiscal or accounting entity under which the position falls. Valid values are located on the Fund Index (FUND) window.

**Note:** If fund is required but left blank, and Agency and Organization are filled in, then fund defaults to the value specified in the Fund field on the Organization (ORG2) window.

**AGENCY** – Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values; otherwise, leave blank. Enter the override agency code. Valid agency codes can be found on the Agency Index (AGCY) window. The agency codes must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.

**ORGANIZATION** – Conditional. Required if Labor Distribution Override Option is Use Entered Accounting Values; otherwise, leave blank. Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.

[Position Status Maintenance \(PSMT\)](#)